

I. Position Title: Fire Captain/Assistant Fire Marshal Revision Date: 07/16
EEO Category: Protective Service
Status: Non-Exempt
Control No: 33460

Under the general supervision and direction of the Fire Marshal, performs supervisory duties and provides the city with and prevention and mitigation of emergencies and disasters through proper planning, public education and code enforcement. Responds to emergencies involving fire, medical or environmental concerns. May be assigned additional duties to include training, equipment, combat, etc.

- Serve as an assistant to the Fire Marshal.
- Respond to fire, medical and other emergencies.
- Perform incident command or support functions.
- Perform Sandy City fire code enforcement.
- Perform origin of cause determination for fire investigations.
- Assist the Fire Marshal in completing plan reviews and fire hydrant placement within Sandy City.
- May represent the department at City Planning Commission.
- Complete monthly and annual reports.
- Assist the public education division with programs as needed.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.
- Maintain personal fitness in order to effectively perform essential duties of job.
- Inform supervisor if ability to effectively perform duties of job is impaired.
- Must pass annual fire department physical examination with department contracted physician.

- Serve on various teams and committees as assigned.
- May act as the Fire Marshal in his absence.
- Perform other duties as assigned.

Experience/Education: Must meet one of the following criteria:

- Certifications / Licenses:** Requires a valid Utah Driver's License, State of Utah Fire Officer Certification, Fire Inspector I Certification, and Fire Investigator Certification within one year of promotion. Any

applicant without any of these certifications will need to be able to obtain the certification within one year of job offer. Must maintain current EMS and fire certifications.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Utah emergency medical programs; training and staff development in firefighting and paramedic programs; practices of governmental administration, including budget and personnel management; fire and medical equipment and programs, including tactics; fire behavior; Fire Department policies and procedures, International Fire Code; origin and cause determination, site plan review and examination; department prevention programs; fire ground procedures; incident command procedures; inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Responsibility for: Must be able to make decisions and use discretion and judgment; great responsibility for the care, condition and use of materials, equipment and tools; great responsibility for making decisions which affect the activities of others; the direction of emergency situations; supervision of Fire Captains, Fire Engineers and Firefighters.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; outside contact with public presenting and obtaining data; frequent contacts with major stakeholders on matters requiring explanations and discussions; must have excellent written and verbal communication skills; ability to deal with upset and irate people; frequent contact with citizens and other employees during emergency situations; establishing and maintain effective working relationships with employees, elected officials, department heads and citizens.

Tool, Machine, Equipment Operation: Occasional use of fire suppression and emergency medical equipment; regular use of personal computer, copy machine and cellular telephone; frequent use of a fax machine; occasional use of a typewriter.

Analytical Ability: Organize, delegate and establish meaningful goals; communicate effectively verbally and in writing; make decisions during emergency situations; evaluate and analyze data to make recommendations; implement programs.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; great mental pressure and fatigue are present due to constant overtime, exposure to difficult situations, contact with the public, problem-solving and deadlines; employee will sit or stand for long periods of time; response to emergency situations may require moving heavy equipment as well as climbing/balancing, stooping and kneeling.

Work Environment: The employee will work in both an office and field setting; the noise level in the work environment is usually minimal; frequent exposure to stressful situations as a result of human behavior and emergency situations; periodic exposure to inclement weather conditions and emergency situations that involve dangerous and disagreeable conditions including smoke, heights, fire, stress, hazardous material, communicable diseases, excessive noise, fumes, heat, cold, water, emergency driving, etc.; work assignments are broad and performed with little or no supervision; typically work periods are 8 hours a day five days a week, subject to call back 24 hours per day 365 days a year.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment,

compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT APPROVED BY: _____ DATE: _____